R.J. Reynolds

Tobacco Co.

S.R. MacLeod
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October 24, 1996

To: Region KAM's and AM's

Re: Retail Accruals

Ladies & Gentlemen:

The attached procedures represent how we should be handling payment of accrual prorams through Direct Accounts. For example, if we are going to run a Retail Accrual Program through a Direct Account, you need to follow the attached guidelines to properly pay Direct Accounts and to debit the appropriate chain's Retail Accrual funds. These procedures will ensure accrual balances are properly reflected on statements.

As with all retail accrual vouchers, please send all requests to Amy's attention.

Should you have any questions, please contact me.

Sincerely,

Stephen

S.R. MacLeod
#1610
c: A. Willson
F. Natale

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Source: https://www.industrydocuments.ucsf.edu/docs/plwn0000